

TERMS OF REFERENCE

UN Agency:	UNDP Moldova
Title of the internship position:	Project and Administrative Support Intern
Program / Project / Section:	UNDP Moldova Democracy Programme (Parliament component), Chisinau, Moldova
Reports to (officer in charge):	Senior Project Officer
Duration and Period of the Internship:	1 April – 30 June 2016 (3 months), with a possibility of extension
Weekly workload (hours / week):	16-20 hours / week

Background

Parliamentary development is part of UNDP's democratic governance assistance worldwide, through which UNDP helps nations build democratic frameworks to improve representation, accountability and transparency for the benefit of citizens. UNDP Moldova is supporting Parliament of Republic of Moldova through the "Improving the quality of Moldovan democracy through parliamentary and electoral support" (Democracy Programme), Parliament Component. The Programme aims to enhance parliamentary capacity of the Parliament of Moldova and People's Assembly of Gagauzia in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The Programme adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

Summary of key responsibilities

1. Support in implementation of project activity

- 1.1) Support the implementation of Programme activities, especially those related to increasing capacities of People's Assembly of Gagauzia;
- 1.2) Monitor media reporting and prepare weekly briefings on developments that are relevant to the purview of the Programme;
- 1.3) Provides help in organizing capacity building events to be delivered by the Programme;
- 1.4) Assists in monitoring and evaluation of capacity development activities organized by the Programme;
- 1.5) Facilitate the communication of the Programme with its beneficiaries, other UNDP Moldova teams and partner organizations;

2. Administrative support and general assistance

2.1) Provides logistical support in organizing events, including by preparing and distributing event invitations and receiving event confirmations, by drafting short events notes, etc;

2.2) Provides support in keeping track of office correspondence, publications and other items;

2.3) Performs other duties as assigned by supervisor(s).

Eligibility requirements

Education

- At least secondary education (completed University degree is an advantage, but **is not** a mandatory requirement);

Minimum qualifications / skills and competencies

- Good oral and written communication skills;
- Ability to work well with diverse groups of people;
- Comfortable in talking and interacting with others;
- Core Values: Commitment, Diversity and Inclusion, Integrity;
- Core Competencies: Communication, Working with People, Drive for Results;
- Personal Qualities: Responsibility, Creativity, Flexibility, Punctuality;
- Languages: Fluency in Romanian **or** Russian, both oral and written. Fluency in English – is an advantage, but **is not** mandatory. Knowledge of one of the following Moldova's minority languages is a great advantage: Gagauzian, Bulgarian, Romani, Ukrainian, sign language.

This internship position seeks to fill in under-representation of the following groups: persons with disabilities, ethnic Gagauzians, Bulgarians, Roma, other minorities, and comes as a temporary special measure.

Internship package and working conditions

- Remuneration: this internship **is not** a paid position;
- Workplace conditions: the intern will have a workplace equipped with a computer and necessary stationery, and reasonably accommodated to special needs (in case of necessity);
- Urban transportation costs (in case of an intern with reduced mobility) – will be covered, in case of necessity;
- Inter-urban transportation costs (in case of an intern residing outside Chisinau) – will be covered, in case of necessity (one round trip once per month, as per UNDP reimbursement rules);
- Living and other relevant costs (in case of an intern permanently residing outside Chisinau) – will be discussed and agreed additionally, upon necessity.